

FFPR Packages

NOTE:

PM = Project Manager

DPL = Design Phase Leader

The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

PM \ DPL	<ol style="list-style-type: none"> Place the PDF plans and the associated DGN files in the Record Plan Set folder. <ol style="list-style-type: none"> FFPR: Place the PDF plans and the associated DGN files used to generate the plans in the <i>PI\Record Plan Sets\09 – FFPR Plans</i> folder. Supplemental FFPR (if necessary): <ol style="list-style-type: none"> Create a subfolder under <i>PI\Record Plan Sets\09 – FFPR Plans</i> and name it <i>Supplemental</i>. Place the PDF plans and the associated DGN files used to generate the plans in the <i>PI\Record Plan Sets\09 – FFPR Plans\Supplemental</i> folder just created. Contact the Asst. State Project Review Engineer and request that a <i>Supplemental</i> folder be created under the <i>PI\PE\Engineering Services\Design Review\FFPR</i> folder. Run the Refscan utility on all DGN files to correctly associate the reference files in this new location.
PM \ DPL	<ol style="list-style-type: none"> Complete the document properties for the submitted plans in the Record Plan Set folder. <ol style="list-style-type: none"> Select all the files in the folder. Right-click and select Assign Document Type Select the following: <p>Document Group: <i>Preliminary Engineering</i></p> <p>Document Category: <i>Design Plans</i></p> <p>Document Type: <i>Working Plans</i></p> <p>Click on OK</p>
PM \ DPL	<ol style="list-style-type: none"> Create a package by placing documents\files into a ProjectWise (Document Set) (see steps <i>a-f</i> below) in the <i>PI\PE\Engineering Services\Design Review\FFPR</i> folder (FFPR) or <i>PI\PE\Engineering Services\Design Review\FFPR\Supplemental</i> folder (Supplemental FFPR). The <i>PM\DPL</i> request letter, hard copy plans, completed and signed checklist, and an email link to the submittal package is sent to Engineering Services and the distribution list. <ol style="list-style-type: none"> Click on the ProjectWise folder <i>PI\PE\Engineering Services\Design Review\FFPR</i> (FFPR) or <i>PI\PE\Engineering Services\Design Review\FFPR\Supplemental</i> folder (Supplemental FFPR) From the ProjectWise menu click Document=>Set=>New For Name enter FFPR Package or SUE Cad Files, the description is optional Click OK Locate the required documents and drag them into the set When finished, close the document set.

<div>PM \ DPL</div> <div>PM \ DPL</div> <div>PM \ DPL</div>	<p>5. Send an email link to the State Subsurface Utilities Engineer with the location of the PW Document Set (SUE Cad Files). It is created in the <i>PI\PE\Engineering Services\Design Review\FFPR</i> folder (FFPR) or <i>PI\PE\Engineering Services\Design Review\FFPR\Supplemental</i> folder (Supplemental FFPR) folder which contains the typical cad files (refer to PDP) needed for FFPR.</p> <p><u>Package to include (Typical Items – refer to 2440-1b - Final Field Plan Review Inspection Checklist):</u></p> <ul style="list-style-type: none"> • Transmittal letter including description of project (<i>PI\PE\ Program Delivery\Correspondence</i>) • Printout of the Project Cost Estimate from GDOT 411 or AASHTOWare Project Estimation (<i>PI\PE\Roadway Design\Cost Estimates</i>) • Environmental “Green Sheet” (Signed by the Project Manager) (<i>PI\PE\Environmental\NEPA</i>) • Written certification stating that the current design for the proposed project is consistent with the approved RTP/TIP/STIP or that the design or concept has not changed since the letter issued by the Office of Planning at the PFPR Stage. For projects in the non-attainment areas the certification should come from the Office of Planning. For other projects, including exempted projects within non-attainment area, written certification comes from the Design Phase Leader/Engineer of Record. (<i>PI\PE\Planning\STIP Certification Letter</i>) • The completed plans (one (1) half size set) shall include all plans that will be part of the contract. (<i>PI\Record Plan Sets\09 – FFPR Plans or PI\Record Plan Sets\09 – FFPR Plans\Supplemental</i>) • All Project Specific Special Provisions (<i>PI\PE\Special Provisions</i>) • Copy of email to State Construction Office requesting the approval of SP 108.08 and SP 150.6 (<i>PI\PE\Special Provisions</i>) • Bridge Design Special Provision Checklist (<i>PI\PE\Bridge Design\Correspondence</i>) • Earthwork Calculations Summary (mainline, side streets, and staging) (<i>PI\PE\Roadway Design\Roadway\Quantities</i>) • Approved Pavement Design (<i>PI\PE\Materials\GEP Bureau\Pavement Engineering Branch\Pavement Design\Reports</i>) • Approved Bridge Foundation Investigation Report (<i>PI\PE\Materials\GEP Bureau\Geotechnical Engineering Branch\BFI\Reports</i>) • Approved Wall Foundation Investigation Report (<i>PI\PE\Materials\GEP Bureau\Geotechnical Engineering Branch\WFI\Reports</i>) • Transportation Management Plan (<i>PI\PE\Roadway Design\Roadway\[Create Transportation Management Plan] sub-folder</i>) • Copy of approved Design Exceptions\Design Variances (<i>PI\PE\Roadway Design\Roadway\Design Exceptions & Variances</i>)
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PM \ DPL	<ul style="list-style-type: none"> Letter or email correspondence from Traffic Operations stating that a signal permit has been approved for each new traffic signal shown in the plans (PI\PE\Program Delivery\Correspondence) Q/A Certification (GDOT Plans - QA Checklist, Consultant Plans - QC\QA Certification Letter) (PI\PE\Roadway Design\QA-QC) Q/A Record and Redlined/Marked Up Plan Set (electronic only) (PI\PE\Roadway Design\QA-QC\)
Engineering Svcs - OES	<ol style="list-style-type: none"> Create the Scheduling letter in PI\PE\Engineering Services\Design Review and send email notification to the distribution list with a link to the ProjectWise location. FFPR Report created in PI\PE\Engineering Services\Design Review\FFPR or PI\PE\Engineering Services\Design Review\FFPR\Supplemental folder. Engineering Services will send an email notification to the distribution list with a link to the ProjectWise location. <ul style="list-style-type: none"> Utility Risk Management Plan to be included if applicable, sent to SUE for review. Distributed via email link to FFPR distribution list after FHWA approval if required. The draft Report is finalized by the reviewer with comments (PI\PE\Engineering Services\Design Review\FFPR\((Supplemental)FPR Comments.docx) from meeting. Engineering Services sends an email link with approved report to the distribution list.
PM \ DPL	<ol style="list-style-type: none"> Adds responses for Engineering Services' acceptance of the report.
OES	<ol style="list-style-type: none"> Either accepts or asks that a response be modified. Once "Accepted", adds the acceptance date to the report and will send an email link to the PM\DPL.
PM\DPL	<ol style="list-style-type: none"> Send email notification to distribution list with a link to the ProjectWise location of the accepted report.